

LANCASTER COUNTY CORRECTIONAL OFFICER

NATURE OF WORK

This is a direct contact entry level position in a correctional facility.

Work involves responsibility for providing security and care to incarcerated individuals, for ensuring inmate safety, enforcing rules and regulations, maintaining order, escorting inmates, and supervising various inmate activities and programs. Work also involves providing input into the treatment of individual inmates and the correctional facility population in general through reporting observations to counseling, medical, and supervisory staff. Work is performed under the general supervision of a superior with work reviewed in the form of reports, conferences and observation.

EXAMPLES OF WORK PERFORMED

Process newly incarcerated inmates; supervise inmate activities including recreation, personal visits, and telephone calls; provide inmates with necessary housing articles such as bedding, toilet items, and linen.

Prevent and control volatile situations among inmates; conduct inmate searches and shakedowns for control of contraband; escort inmates to scheduled medical or legal appointments.

Supervise inmate activity outside of cell areas, including educational or recreational activities, meals, trustee duties, and related activities of daily living.

Listen to inmate questions and/or grievances and resolve or refer problems/issues to appropriate staff.

Dispense medications at the direction of medical staff as necessary.

Document inmate activities and relevant incident; complete oral and written reports as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the criminal justice system.

Some knowledge of correctional facility operations.

Some knowledge of minority cultures and religions.

Ability to effectively manage inmate behavior in various custody environments.

Ability to communicate effectively both orally and in writing.

Ability to observe and assess inmate behavior for signs of potential suicide, riot, and/or other violent behavior.

Ability to respond to medical and life threatening emergencies.

Ability to work with outside agencies, inmates, attorneys, co-workers, and the public in a cooperative and professional manner.

Ability to perform computer data entry and wordprocessing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in criminal justice and some experience in the following, or any combination thereof: a correctional setting, as a counselor in a social setting, in law enforcement work, in the military particularly in law enforcement or corrections, or with responsibility for individuals in other institutional settings.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent; or any equivalent combination of experience and training which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must be a citizen of the United States and be at least nineteen (19) years of age or older.

At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more, from which a pardon has not been received.

Must submit to and successfully pass a substance abuse test.

Must be examined by a licensed physician and meet the medical requirements of the Corrections Department.

Possession of a valid State of Nebraska driver's license when operating a vehicle is required in the performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

Revised: 5/97

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